

4003

**Municipality/Organization:** Town of Auburn, NH

**Annual Report Number & Reporting Period:** No. 1: March 03-March 04: 14  
MAY 3

**ORIGINAL**

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Harland Eaton

Title: Selectman, Chair

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#### Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:



Printed Name: Harland Eaton

Title: Selectman, Chair

Date: April 27, 2004

## **Part II. Self-Assessment**

Auburn is a small community located in southern New Hampshire consisting of approximately 5,000 residents with limited economic resources. During the first year of our permit we have had both successes as well as some disappointments. We have striven to meet the six minimum control measures on a non-existent budget. This task was difficult at times for we met with some resistance on these issues from concerned citizens and committees, as this is currently an unfunded mandate.

The founding of a volunteer Storm Water Committee was achieved during the first year of our permit. The implementation of the Town's Storm Water Management Plan will continue throughout the five-year permit period. Looking back over the year it is apparent that we have been most active in the Public Education and Outreach control measure. It is our hope to increase our efforts in all six areas of the minimum control measures. The Building Inspector/Code Enforcement Officer is currently beginning work on a database to be used by the Planning Board to ensure that builders and developers are filing the necessary NOIs and following the Town's regulations. For example, Auburn has many wetlands and is aware of the impact poor erosion control procedures can have on the environment and our waterways. The town has stringent ordinances and regulations in place with regard to erosion control procedures as part of our Site Plan and Subdivision Regulations and Town Zoning Ordinance. The Zoning Board currently imposes conditions on any variances to wetland buffers, which include appropriate erosion control measures before, during, and after construction. The regulations are reviewed periodically and updated as necessary to protect the town and Lake Massabesic. Currently there is no specific Town ordinance in regard to the filing of NOIs. The Storm Water Committee will be working on this issue throughout the year in order to present a new zoning ordinance at the annual Town meeting in March 2005. It will be necessary for the Planning Board to become more involved in storm water issues, if we are to achieve this goal. By working together we expect to have a more highly educated public and an increased percentage of NOIs filed.

The Storm Water Committee will also be looking to the Road Agent to become more involved in this program as well. Currently the Highway Department is a one-person operation and only uses subcontractors when necessary. We are pleased that despite the lack of manpower and time constraints, that the Road Agent is more than willing to work with the committee. This would include the implementation of storm water signs, drain stenciling and the continuing tedious task of locating and mapping outfalls. The Road Agent will also continue with the annual practice of catch basin cleaning on both commercial and non-commercial streets. The Road Agent will be encouraged to attend ongoing training and seminars concerning storm water issues. The Storm Water Committee and Board of Selectmen understand the importance of training and education on these issues for all Town staff and residents. Despite our limited funds we will seek education opportunities throughout the five-year permit and beyond.

### Part III. Summary of Minimum Control Measures

#### 1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1A	Lawn & garden activities	Board of Selectmen	By 2 <sup>nd</sup> year brochures & info posted on web site	Storm Water section established on the web site with basic information.	Post specific lawn and garden activity information on the web site.
Revised				Water efficient landscaping (xeriscape) information available at the Town Hall.	
1B	Proper disposal of household hazardous waste	Board of Selectmen	By 2 <sup>nd</sup> year brochures & info posted on web site	Annual collection day advertised in the monthly town newsletter and held successfully.	Post specific household hazardous waste information on the web site.
Revised				Articles on toxic household products placed in the March 2004 town newsletter.	Advertise and post the results from the annual collection day on the web site.
1C	Classroom education on storm water	Board of Selectmen	By year 3 educators trained, classroom material developed.	No change	Begin preparation of curriculum and project details.
Revised					Contact other towns, possibly Plaistow, NH, who have already developed a curriculum.
1D	Road Signs	Road Agent	Install by end of year 1.	No change	Identify key locations for signs.
Revised			Install by end of year 2.		Install by end of year 2.
1E	Information page in the Town Report	Board of Selectmen	First report in 2003 Town Report	Complete	Ongoing
Revised					

## 1a. Additions

1F	Newsletter Articles	Board of Selectmen	Bimonthly storm water articles to be placed in the town newsletter.	Storm water articles with tips and information placed in the town newsletter on a bimonthly or more basis.	Ongoing
1G	Storm water Brochures	Board of Selectmen	Informational brochures visibly placed in the Town Hall.	Informational brochures visibly placed in the Town Hall.	Ongoing
1H	Storm water posters	Board of Selectmen	Informational posters visibly placed in the Town Hall.	Posters placed on a dedicated bulletin board in the Town Hall.	Ongoing

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2A	Storm drain stenciling	Board of Selectmen/Road Agent	Stencil drains in town	Road agent has begun identifying drains.	Finish mapping drains and begin stenciling.
Revised					
2B	Hazardous waste collection	Board of Selectmen	Annual Collection Day	Annual collection day advertised in the monthly town newsletter and held successfully.	Ongoing
Revised					
2C	Database	Town Hall Admin Staff	Create/organize database of volunteers/admin. contacts	Database begun. Great contacts have been made through networking at seminars and regional town meetings.	Ongoing/Formalize database.
Revised					

2D	Meet with Manchester Water Works	Selectmen/Conservation Comm.	Annual Meeting	Informal meeting with the Watershed Forester from MWW.	Formal meeting between the Town and MWW.
Revised					
2E	Meet with DOT	Selectmen/Conservation Comm.	Annual Meeting	Staff attended regional meetings where DOT representative Deb Loiselle spoke and/or was present.	Formal meeting between the Town and DOT.
Revised					

## 2a. Additions

2F	Community clean-ups	Community Groups/Other	Annual Clean-up	<p>Three-day roadside trash clean up by inmates from the Rockingham County jail in July, 2003.</p> <p>Conservation land clean-up held on September 20, 2003.</p> <p>Road side clean up by the Red Hat Society in September 2003.</p>	Ongoing
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## 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3A	Map existing drain systems and outfalls.	Road Agent	Create map	Identification begun, in early stages. Working together with DES in 2004.	Road Agent continues with mapping.
Revised					Work with DES to identify Lake Massabesic and other area outfalls.
3B	Develop IDDE program	Selectmen/Zoning Officer	Progress report to Selectmen biannually.	No Progress, lack of manpower to complete.	Develop IDDE program and progress report to Selectmen by Town meeting. Seek additional funding to help with this area.
Revised		Building Inspector/Road Agent			

3C	Develop ordinance to enforce IDDE program.	Selectmen/Zoning Officer	Progress report to Selectmen by Town Meeting.	No Progress, lack of manpower to complete IDDE program.	Develop ordinance as soon as IDDE program is completed.
Revised		Selectmen/Building Inspector			
3D	By year 3 create informational brochures on the hazards of illicit dumping.	Board of Selectmen	Created and distributed by year 3.	No change	Begin development of brochures and decide on delivery method.
Revised					
3E	Stream Monitoring	Town Engineer/Road Agent	Plan in place by year 3.	No change. Explore the possibility of working together with Manchester Water Works on this area.	Begin development of plan.
Revised					

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4A	Notify contractors of need to file.	Building Inspector	Notify contractors of need to file. Forms made available to each contractor when applicable.	This procedure is in place.	Ongoing
Revised					
4B	Erosion Control	Zoning Officer	Practice in place.	Practice in place. See Subdivision and Site Plan Regulations.	Ongoing
Revised		Building Inspector/Code Enforcement			

## 5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5A	Erosion Control Procedures	Zoning Officer	Practice in place.	Practice in place. See Subdivision and Site Plan Regulations.	Ongoing
Revised					
5B	Stream Monitoring	Town Engineer /Road Agent	Plan in place by year 3.	No change	Preliminary plan discussions.
Revised					

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6A	Roadway & bridge maintenance	Selectmen/Road Agent	Annual report	Verbal updates between the Road Agent and Selectmen.	Formal written report.
Revised		Confer with Town Engineer if necessary.			
6B	Storm drain and catch basin cleaning	Road Agent	Report annually	Road Agent has been cleaning drains and basins as needed. Verbal reports have been made to the Selectmen.	Formal written report.
Revised					
6C	Road salt application and storage	Road Agent	Report annually	Verbal updates between the Road Agent and Selectmen.	Formal written report.
Revised					
6D	Used oil recycling	Solid Waste Commission	Monthly oil collections	Monthly oil collections and annual hazardous collection day.	Ongoing
Revised					

6E	Employee Training	Zoning Officer/Road Agent	Participate in appropriate seminars and training.	Seminars were attended by the Building Inspector/Code Enforcement Officer, Selectmen, Selectmen's Secretary and Administrative Assistant on various storm water related topics. These included storm water, shoreland protection provisions, wetland issues, NOI procedures, NPDES II & construction activities, non-point source pollution, advanced land resources and regional planning meetings facilitated by the City of Manchester.	Ongoing
Revised		Extend to more staff in the Town Depts.	Attend regional meetings with surrounding towns.		

#### 6a. Additions

6F	Formation of storm water committee	Board of Selectmen	Meetings held to discuss and plan the storm water plan and budget.	Meetings held periodically to plan & discuss the storm water plan as well as a preliminary budget that was approved by the Budget Committee.	Ongoing/Appoint members as necessary.
Revised					

#### 7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

N/A

#### 7b. WLA Assessment

N/A

#### Part IV. Summary of Information Collected and Analyzed